

2009

January

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## \*CIVIL SERVICE BENEFIT CUT-OFFS\*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 HOLIDAY	2 Cutoff to key PAR's to reflect correct rates for non CoBen employees for current month deduction	3
4	5	6	7	8	9 Cutoff to key PAR's to reflect new Basic Life and Dental changes between basic & enhanced and Vision changes into & out of R06 updates for a current month deduction	10
11	12 Cutoff for Dental, Vision, and FlexElect forms to be received by SCO for a current month deduction and to retain a standard effective date of 2-1-09 for FlexElect  Cutoff for Bond forms to be received by SCO for a current month deduction  3:00pm cutoff to key HDB-12s to ACES for a current month deduction and any rertoactive adjustments	13	14	15 3:00pm cutoff to key HDB-12s to ACES for a current month deduction (retro-active adjustments will process next month)  Cutoff for Miscellaneous Deduction forms (Parking, Long Term Disab., etc.) to be received by SCO for a current month deduction  Cutoff to key PARs to reflect correct R18 CoBen deductions for current month	16 Cutoff to key PAR's to reflect new Vision and R05 CHPDIP updates for a a current month deduction	17
18	19 HOLIDAY	20 Cutoff to key PARs to reflect correct CoBen deductions (all except R18) for current month	21 MASTER PAYROLL CUTOFF	22	23	24
25	26	27	28	29	30	